

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS 29 P2:14**

To: Chief Procurement Officer

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII

From: Department of Health/Adult Mental Health Division *aj*  
*Department/Division/Agency*

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

Representative Payee Services

Provision of representative payee services for adults with severe and persistent mental illness on the island of Oahu. Representative payee services provide money management for consumers including being directly responsible for the payment of the rent, utilities, transportation, food, and clothes for each consumer and the provision of a daily or weekly amount of money for each consumer's personal use.

Provider Name: Helping Hands Hawaii	Total Contract Funds: \$94,050	Term of Contract: From: To: 1/01/04 4/30/04
Provider Address:  2100 North Nimitz Hwy. Honolulu, HI 96819-2218	Contract Funds per Year (as applicable).  n/a	

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

An RFP for representative payee services was issued on October 23, 2003 with proposals due on November 17, 2003. The proposals were reviewed and the Statements of Findings and Decision were issued on November 28, 2003. Because of possible problems in the proposal review process, the Statements of Findings and Decisions were rescinded on December 9, 2003. On December 17, 2003, another review panel reviewed the proposals and determined that only one out of the seven applicants met the minimum qualifications for personnel. At this time, it was also determined that the RFP needed to be revised and reissued. The requested exemption for a four month period will allow for the continuation of representative payee services until the new procurement and contracting process is completed. This request is being submitted because it is in the best interest of the State and its consumers to reissue the RFP.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The proposed service provider is currently providing representative payee services and was selected through the RFP process.

A description of the state agency's internal controls and approval requirements for the exempted procurement:

The AMHD Chief and the AMHD Medical Director have reviewed and approved the exempted procurement.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Thomas W. Hester, M.D., Chief, AMHD  
Alan Radke, M.D., AMHD Medical Director  
Pamela Haina, AMHD Case Management Service Coordinator  
Amy Yamaguchi, Public Health Administrative Officer (PHAO), AMHD

Direct questions to (name & position):  
Amy Yamaguchi, PHAO, AMHD

Phone number:  
586-4682

e-mail address:  
amyamagu@mail.health.state.hi.us

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.

  
\_\_\_\_\_  
Department Head Signature

12/29/03  
\_\_\_\_\_  
Date

Jane K. Kadohiro  
\_\_\_\_\_  
Typed Name

Deputy Director of Health  
\_\_\_\_\_  
Position Title

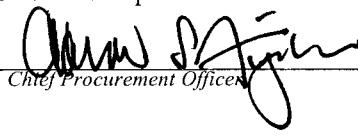
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Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

  
\_\_\_\_\_  
Chief Procurement Officer

12/31/03

1/2/04 AM  
\_\_\_\_\_  
Date

cc: Administrator  
State Procurement Office